

Phoenix Program Process Definition – General Ledger

Process	<i>Creating Journal Sources</i>
Process Number	<i>GL – 022</i>

Description of Process

Journal Sources track each transaction that is posted to a particular ledger. It identifies the origin of a journal and allows for the definition of special processing options for specific data entry sources. The system uses the journal source as the identifier on the journal header. You use the Journal Source when you set up journal generator templates and journal summarization options. You define the journal source and the journal error processing, multicurrency, and approval options for that source on the Journal Source panel group. Sources are set up at State SetID.

The State will utilize the delivered journal source codes with the exception of manual journal vouchers.

Sources to use for journals entered in PeopleSoft:

- MAN – Manual online journals (transactions are generated for ACTUALS, GAAPACTUAL, and FEDSACTUAL ledgers). Use Journal Entry – Base Currency panel group.
- GAP – GAAP journals to GAAPACTUAL ledger only. Use Journal Entry panel group.
- FED – FEDS journals to FEDSACTUAL ledger only. Use Journal Entry panel group.

Sources that should not be used for journals entered in PeopleSoft:

- ADJ – PeopleSoft delivered source for Accounting Adjustments
- ALO – used for journals created from the allocation process
- AM – used for journals generated from the Asset Management System.
- AP – used for journals generated from the Accounts Payable System.
- AR – used for journals generated from the Accounts Receivable System.
- CNV – used for journals entered to convert data from the legacy system.
- INT – used for off line journal interface journal entries.
- PAY – used for journals generated through Payroll Processing.
- PC – used for journals generated through the (DOT) Projects System.
- PO – used for journals generated through the Purchase Order – Encumbrance System.
- REQ – used for journals generated through the Purchasing Requisition PreEnc.

Input to Process

Request to add a Journal Source is written up, signed, and assigned an identifier and approved. The Journal Source is then created in PeopleSoft.

Output of Process

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The new Journal Source is created and is accessible to all business units having access to the SetID under which the Journal Source is created.

Service Level Agreement Required? (if yes, provide a brief description)

N/A

PeopleSoft Panel Groups being Used

Function	Panel Group
Use	Journal Source

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Business Process Description

Process Description	Responsibility (Agency/Centralized)
<p><u>Step 1: Complete request form to create a new Journal Source</u></p> <p>The Department of Audits will complete Source change request form when necessary. Once approved, the request will be forwarded to FSS for input. Agencies will be notified once the Source has been established.</p>	Centralized
<p><u>Step2: Create identifiers for Journal Source</u></p> <p>Enter the SetID and source identifiers for the Journal Source you wish to create. The SetID should be equal to State. The source ID is three (3) characters.</p>	Centralized
<p><u>Step 3: Define Journal Source.</u></p> <p>State has chosen an effective date that defaults to the current date, but you should set an effective date early enough to accommodate your data. Enter the Status that determines whether this source is valid for processing as of the effective date. When you add the status is active. Enter the Description to use system-wide in reports, other panels, and online inquires.</p>	Centralized
<p><u>Step 4: Specify Journal Error Processing Options.</u></p> <p>These options have already been defined at the business unit or ledger level for a specific source. All GLHierarchy processing options will be set up at the Business Unit level. Ledger and Source values will default to the Business Unit. Journal error processing options for Journal Balance Errors, Journal Edit Errors, and Control Errors will be set to 'Default to a Higher Level'. Journal Error Processing has been set to recycle at the Business Unit level.</p>	Centralized
<p><u>Step 5: Specify the Journal Currency Options.</u></p> <p>Multicurrency options have already been defined at the business unit or ledger level for a specific source. Currency Balancing Option, Base Currency Adjust Option, and Foreign Currencies by Journals will all "Default to a Higher Level". These are specified at the Business Unit Level as follows:</p> <ul style="list-style-type: none"> • <i>Currency Balancing Option—Balance by Base Currency Only</i> • <i>Base Currency Adjust Option—Allow Base Currency Adjustments</i> • <i>Foreign Currencies by Journal—No Foreign Currencies (At this time the State is not using foreign currencies.)</i> 	Centralized

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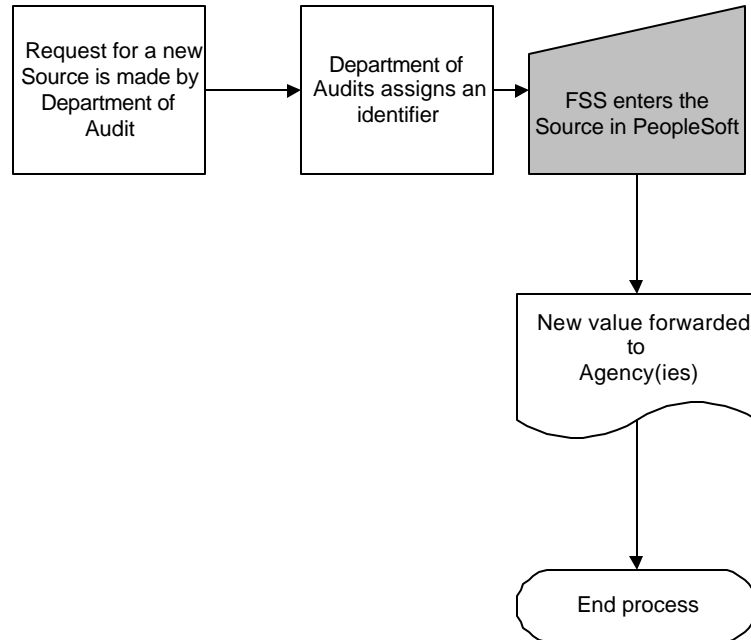
<p><u>Step 6: Specify Journal Entry Approval Options.</u></p> <p>Approval options have already been defined at the business unit or ledger level for a specific source. The option selected here is “Default to a Higher Level.”</p> <p>Approval has been defined at the Business Unit Level as Pre-Approved for Standard and Budget Journals.</p>	Centralized
<p><u>Step 7: Save the Journal Sources Panel Group</u></p> <p>Source is now available for journal processing.</p>	Centralized
<p><u>Step 8: Notify Agencies that the Journal Source has been created.</u></p> <p>Send notification to agencies that the Journal Source has been created. The following are acceptable forms of notification:</p> <ul style="list-style-type: none"> • E-mail • Facsimile • Interoffice Memorandum 	Centralized

Forms Used with Process (#)

**Attach sample form(s)

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Process Flow Diagram (if appropriate):



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Process Signoff

Tested By
Date Tested